



# How to Create a Profile

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This tutorial is designed to help the first time CHRTAS Student user. It also serves as a ready reference tool to teach you how to create a user profile. The tutorial is divided into steps that can be viewed individually by clicking on their respective hyperlinks below.

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- Step 4 - Complete Emergency POC Contact Info
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- Step 7 - Submit Student Profile



# How to Create a Profile

## Step 1

### Civilian Human Resource Training Application System - CHRTAS

WELCOME JOE!

#### Student Functions

- ☐ Create / Update Student Profile
- ☐ Apply for Training
- ☐ Course Search
- ☐ Review / Edit / Cancel Applications
- ☐ Resend Approval Request Email
- ☐ Create / Edit CHRA Travel Worksheets
- ☐ NSPS Funding Worksheet
- ☐ NSPS Training Calendar
- ☐ Review CES Training Requirements
- ☐ Logoff

#### Supervisor Functions

- ☐ Supervisor Review / Approval

#### Site Coordinator Functions

- ☐ Request VTT / DL Broadcast

#### Help

- ☐ CHRTAS Tutorials
- ☐ Contact Help Desk

#### Links



**YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.**

**The profile requires your Email address and other information beyond your SSN and Date of Birth.**

#### Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability,

**To begin, from the Student Functions menu, click CREATE/UPDATE STUDENT PROFILE.**



# How to Create a Profile

## Step 2

Civilian Human Resource Training Application System - CHRTAS Main Menu

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**CHRTAS Application System**

Please verify/enter your information below. Be sure to be as accurate as possible; misinformation may prevent your applications from being processed.

**Verify/Enter Information**

**Student Information**

SSN / EIN: 2424 Suffix: Last Name \*: First Name \*: MI \*: N/A Prefix:

Gender \*: Male Date of Birth (DOB): Nov 29 1974

Home Street \*: City \*: State \*: Z

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

Preferred Name for Name Tag: Intern: N/A

US Federal Ethnicity and Race Category \*:

☐ American Indian or Alaskan Native ☐ Asian

☐ Black or African American ☐ Hispanic or Latino

☐ Native Hawaiian or Other Pacific Islander ☐ White

Are you a Local National (LN)? No Are you Non-Appropriated Funded (NAF)? No

Are you prior military? No

Highest Education Level \*: Career Program \*: Duty Position Title \*:

FOR ACTIVE MILITARY MEMBERS: Select Rank

Rank: Enlisted MOS with Skill Level / Warrant MOS Officer Branch:

FOR CIVILIAN EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13

FOR CONTRACTORS: Select CI as your Pay Plan, OCON as your Job Series and 11 as your Pay Grade.

Pay Plan \*: Job Series \*: [Click on hyperlink for table] Pay Grade \*:

**Intern? Local National?  
Non-Appropriated Fund? If  
not sure, select N/A or No**

**Military: enter rank.  
Civilian: enter Pay Plan,  
Series, and Grade**

**Enter relevant data into the required fields in the Student Information section.**



# How to Create a Profile

## Step 3

**Civilian Human Resource Training Application System - CHRTAS** **Main Menu**

**Verify Your Completed Training:**

Select completed training and enter training completion date.

**Civilian Education** | Military Education | Other Education

<input type="checkbox"/> Advanced Course AC	<input type="checkbox"/> Action Officer Development Course AODC
<input type="checkbox"/> Basic Course BC	<input type="checkbox"/> Foundation Course FC
<input type="checkbox"/> Intermediate Course IC	<input type="checkbox"/> Intern Leadership Development Course ILDC
<input type="checkbox"/> Leadership Education and Development LEAD	<input type="checkbox"/> Manager Development Course MDC
<input type="checkbox"/> Organization Leadership for Executives OLE	<input type="checkbox"/> Personnel Management for Executives PME I
<input type="checkbox"/> Personnel Management for Executives PME II	<input type="checkbox"/> Sustaining Base Leadership and Management SBLM/Army Management Staff College AMSC
<input type="checkbox"/> Supervisor Development Course SDC	<input type="checkbox"/> Senior Service College SSC

**Select courses you have completed pertaining to Civilian Education, Military Education or Other Education into the Verify Your Completed Training section.**

**Verify Your Completed Training:**

Select completed training and enter training completion date.

**Civilian Education** | Military Education | Other Education

<input type="checkbox"/> Advanced Course AC	<input type="checkbox"/> Action Officer Development Course AODC
<input type="checkbox"/> Basic Course BC	<input type="checkbox"/> Foundation Course FC
<input type="checkbox"/> Intermediate Course IC	<input type="checkbox"/> Intern Leadership Development Course ILDC
<input type="checkbox"/> Leadership Education and Development LEAD	<input type="checkbox"/> Manager Development Course MDC
<input checked="" type="checkbox"/> Organization Leadership for Executives OLE	<input type="checkbox"/> Personnel Management for Executives PME I
<input type="checkbox"/> Personnel Management for Executives PME II	<input type="checkbox"/> Sustaining Base Leadership and Management SBLM/Army Management Staff College AMSC
<input type="checkbox"/> Supervisor Development Course SDC	<input type="checkbox"/> Senior Service College SSC

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2006

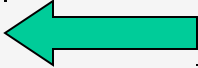
After you select a completed training course, you will be required to enter in the date of completion.



# How to Create a Profile

## Step 4

Civilian Human Resource Training Application System - CHRTAS			Main Menu
Emergency POC Contact Info:			
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
		MI:	N/A <input type="button" value="v"/>
Relationship:	<input type="text"/>		
Work Phone:	<input type="text"/>	-	<input type="text"/>
Cell Phone:	<input type="text"/>	-	<input type="text"/>



**Enter contact information pertaining to your selected Emergency POC in the Emergency POC Contact Info section.**





# How to Create a Profile

## Step 5

**Enter your contact information in the Profile Contact Info section.**

**Civilian Human Resource Training Application System - CHRTAS** Main Menu

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**Profile Contact Info:**

Office Symbol \*:

Command / Direct Reporting Unit \*:

Duty Location:

Organization Address:  City:  State:  ZIP:  -

Country:

Phone:  -  -

Cell Phone:  -  -

DSN:  -  Fax:  -  -

Are you a supervisor? \*

**Position Type (Select at least one of the following):**

☐ Intern refers to the DA Interns, Local Interns, Functional Trainee, the Army Fellows Program, and President Management Fellows.

☐ An employee who leads a group or team without performing the full range of supervisory duties. A Team Leader coaches, facilitates and mentors. In NSPS, a Team Leader may have "lead" in their title.

☐ A Manager is an employee who supervises one or more subordinate supervisors. In NSPS, a Manager is in the supervisory pay band.

☐ A Program Manager is an employee who directs a mission organization or program, including both its operating and administrative functions. In the context of this guidance, Program Manager is used as a working title, which does not necessarily imply classification in the GS-340 series, depending on the content, scope and responsibilities of the program.

☐ A Project Manager is an employee who leads and coordinates operational work of a project nature and ensures effective integration of Army requirements and objectives. In the context of this program, Project Manager is used as a working title, which does not necessarily imply classification in the GS-0301 series, depending on the content, scope and responsibilities of the project.

☐ Please provide a description.

**Important!** Since CHRTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email:

**If you are a supervisor, be sure to answer the related questions in the fields provided.**

**Double-check your email address.**



# How to Create a Profile

## Step 6

Civilian Human Resource Training Application System - CHRTAS		Main Menu
<b>Nominating Supervisor's Contact Info:</b>		
<b>Note:</b> CHRTAS allows for either one or two Supervisors in the Training Approval Process. Follow your local policy when identifying appropriate supervisors that have been delegated authority to approve training.		
Name:	<input type="text"/>	
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	
DSN:	<input type="text"/> - <input type="text"/>	
<b>Important!</b> Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		<b>Double-check your Supervisor's email address.</b>
Email:	<input type="text"/>	
<b>Approving Supervisor's Contact Info (Optional):</b>		
<b>Important!</b> If your Nominating Supervisor and Approving Supervisor are the same person or you only have one supervisor, just complete the nominating supervisor section and leave the approving supervisor section blank.		
Email:	<input type="text"/>	

**Enter relevant data pertaining to your nominating supervisor and /or approving supervisor.**



# How to Create a Profile

## Step 7

Civilian Human Resource Training Application System - CHRTAS		Main Menu
Email: <input type="text"/>		
<b>Nominating Supervisor's Contact Info:</b>		
<b>Note:</b> CHRTAS allows for either one or two Supervisors in the Training Approval Process. Follow your local policy when identifying appropriate supervisors that have been delegated authority to approve training.		
Name: <input type="text"/>	Phone: <input type="text"/> - <input type="text"/> - <input type="text"/>	
DSN: <input type="text"/> - <input type="text"/>		
<b>Important!</b> Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
Email: <input type="text"/>		
<b>Approving Supervisor's Contact Info (Optional):</b>		
<b>Important!</b> If your Nominating Supervisor and Approving Supervisor are the same, complete the nominating supervisor section and leave the approving supervisor section blank.		
Email: <input type="text"/>		
Press the "Create/Update CHRTAS Record" button to continue		<b>CREATE/UPDATE CHRTAS RECORD</b>
<a href="#">Questions? Problems? Suggestions? Please email us now.</a>		
THIS WEB SITE IS FOR OFFICIAL USE ONLY		
Create / Update Student Profile	Apply for Training	Review / Edit / Cancel Applications
Student Travel Menu		Logout

Click here when done

**Finish filling out the form, then click CREATE/UPDATE CHRTAS RECORD to finalize the profile creation process.**





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Civilian Human Resource Training Application System - CHRTAS

**WELCOME JOE!**

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**You can now apply for training.**